

The City of Renton is accepting applications for

GIS COORDINATOR – Limited Term Position
Recruitment #: 2010-04/001

Salary Range: \$5,597 - \$6,816 per month
(Pending Council approval)

Date Opened: 3/4/2010
Date Closed: Until Filled

APPLICATION PROCEDURE

To be considered for this position at the Information Services Division of the Finance and Information Technology Department, complete and return a **City of Renton Application, Cover Letter, Resume and Supplemental Questionnaire** on or before 5:00 pm on the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98057. **Postmarks are not accepted.**

Applications may be obtained by using the following options:

- Download an application from the City's website, www.rentonwa.gov. Click on "City Jobs";
- Request an application via email at bsandler@rentonwa.gov;
- Visit the Human Resources & Risk Management Department on the first floor of City Hall; or
- Call 425.430.7650.

NATURE OF WORK

Under the direction of an assigned supervisor, administer the development of the City's Geographic Information System (GIS); plan, create, organize, coordinate, and maintain the activities, operations, hardware, utility software, and database of the GIS system in order to provide information and work products for a variety of purposes to a wide range of clients, both inside and outside the City; assist staff in the design and implementation of systems programming, database design and modeling; provide GIS support to the organization, supervise, train, assign work, and provide direction to GIS staff; and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES

- Administer, plan, organize, and coordinate daily activities and operations of the City's GIS, including development and maintenance of a data infrastructure to support GIS applications in order to meet the needs of various City departments. Evaluate current and future needs and make recommendations for GIS development.
- Manage, maintain, and organize the physical resources of the GIS system (hardware, software, licenses, files, databases, and other related items) to deliver GIS related information to staff; coordinate Citywide GIS requirements.

- Manage, maintain, and coordinate the implementation of the Enterprise GIS plan; direct the GIS project planning, and application development.
- Assist in the development of work plans, budgets, project goals, and vision for GIS services.
- Participate in the selection of employees; define expectations; supervise and evaluate the performance of assigned employees; recommend disciplinary action, including termination as appropriate; assure that personnel receive proper training to enhance work performance.
- Present findings and recommendations to a wide range of clients, both inside and outside the City.
- Assist in design and development of web based GIS data and mapping applications.
- Responsible for the accuracy and timeliness of data contained in the GIS; provide quality assurance and control on GIS data, product delivery, projects, and services.
- Use and determine uses for GIS software, CAD software, hardware, network, and database organizations, and recommend changes to maximize efficiencies for better service to departmental GIS users.
- Proactively research new GIS technologies and trends and actively work with City departments to educate staff on new or existing GIS technology.
- Develop, implement, coordinate, and maintain internal technical standards in cooperation with the needs of City staff, including facilitating the development of data models, data standards, procedures and most appropriate GIS and related RDBMS technology.
- Work on GIS projects independently or as a member of a team, design project methodology and produce final products.
- Work closely with GIS team, IT staff, and other City employees to provide GIS technology and services.
- Design, develop, maintain, and analyze geographic databases through the use of database management software; design and produce computer generated maps, reports, and analysis of the City's infrastructure, topography, parcels, land use, and comprehensive plans through the use of GIS software, and database management software.
- Train and assist GIS users; provide technical guidance and support for the user group and departmental staff on GIS systems, applications and procedures; provide general guidance, instruction, and interpretation on the uses of GIS data.
- Schedule, assign, coordinate and adjust workload to assure timely completion of work in accordance with established specifications; inspect work completed or in progress.
- Confer with and provide information to all City departments, as well as outside agencies, on matters pertaining to GIS projects. Work with other City departments to coordinate mapping and database needs for proposed projects and to resolve problems.
- Work courteously and communicate effectively with public officials, citizens, contractors, vendors, developers, supervisor, and other employees, both in person and over the telephone; assisting them with a wide variety of information pertaining to the City and departments.
- Attend meetings, conferences, workshops as required.
- Maintain regular, reliable, and punctual attendance; work flexible evening and/or weekend hours as required; ability to travel as required.
- Perform related duties as assigned.

Representative duties are intended to present the essential duties performed by employees in this class and may not reflect all the duties performed on the job.

MINIMUM REQUIREMENTS

Any combination equivalent to: a Bachelor's degree in GIS, Geography, Computer Science, Engineering, or a related field or GIS Professional Certification. Must have a minimum of five years previous GIS experience using GIS software to produce maps, perform spatial analysis, and generate databases, including at least two years supervisory or lead experience.

WORKING CONDITIONS

Work is performed in an office environment, but includes the ability to lift and move computer equipment weighing up to 40 pounds.

SELECTION PROCEDURE -

- Applicants whose experience and qualifications most closely meet the requirements of the position as determined by the application will be invited to participate in a competitive selection process consisting of an oral board interview weighed at 100%.
- A minimum score of 70% on the oral board exam is required for placement on the eligibility list, which will be active for a six-month period. Top candidates on this eligibility list may advance for further consideration.
- If you are invited to participate in the selection process and need ADA accommodation, please notify HR & RM at the time you are scheduled for testing. Healthcare provider documentation attesting to accommodation requirements shall be required prior to testing.
- **This position may have access to an area that is governed by Policy 250-16, "Electronic Data Security" and therefore a required check will be conducted to verify identification, state of residency and national fingerprint-based record checks within 30 days upon initial employment. Employment will continue based on a successful passing of this background check.**
- **Employment is contingent upon on a successful passing a pre-employment background check.**

VETERAN'S PREFERENCE

In accordance with RCW 41.04, if an applicant meets the criteria for Veteran's Preference, has not successfully used Veteran's Preference in obtaining a previous position, and achieves a passing score on the competitive employment examinations, they may qualify to have 5% to 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veteran's Preference, attach a copy of your DD214 to the back of the application and complete the Veterans' Scoring Criteria Status in Examination Form. If the selection process does not include a competitively scored examination process with ranking, Veteran's Preference scoring criteria will not be applied. *Equal Employment Opportunity/bcs.*